



**Commercial Clean Energy Rebate Program  
Completion Certificate (PV and Solar Hot Water)**

**Third-Party Owned Systems**

**Effective July 1, 2019**

Properly review all forms and documentation for completeness prior to submitting an application completion certificate to the Commercial Clean Energy Rebate Program offered through the Maryland Energy Administration (MEA). Be advised that any incomplete or missing information and documentation will prevent your application from being approved.

**Checklist for Completion Certificate:**

- ☐ Applicant and system information has been filled out completely, and signed and dated by Applicant (Completion Certificate **may be submitted with a scanned copy of an original handwritten signature**).
- ☐ Please include a valid email address for communication purposes. MEA will not distribute your email to any outside party or use it for any purpose other than Rebate status communication.
- ☐ Installing Contractor and project information, including hours worked, has been filled out completely.
- ☐ Permit and Inspection information has been included for all required permits.
- ☐ The Commercial Clean Energy Rebate Program Terms and Conditions have been reviewed. They can be found on the MEA website at: <https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyRebates.aspx>.

**Supporting Documentation to be submitted with Completion Certificate:**

**Required Documents:**

- ☐ A copy of the Maryland State Department of Assessments and Taxation (SDAT) *Certificate of Good Standing* for the applying commercial entity.
- ☐ Documentation of Passed Final Inspections (a photocopy of the inspection sticker or copy of the report is sufficient).
- ☐ A copy of an itemized \$0.00 Balance Invoice from the Installing Contractor.
- ☐ A photograph of the complete system installation, including all PV and/or thermal panels, tanks, et cetera.
- ☐ An MEA Clean Energy Rebate Commitment Letter, signed and dated, if issued (disregard if previously returned to MEA).
- ☐ A site map exhibiting the location of the system, collectors, or modules on the roof or property (an image from Google Earth/Maps®, digital/print photograph is acceptable).
- ☐ Project Location Certification Sheet as required by Section 7.B.ii., if a Rebate Commitment letter was issued.

**Optional Historic Review Exemption Documents:**

MEA is required by State law to assess the impact of Commercial Clean Energy Rebates on historic resources. Prominent installations of clean energy systems on historic properties or properties within historic areas will not qualify for this Rebate program. Rebate applicants may receive an historic review exemption if both of the following criteria are met:

- ☐ The primary structure on the property is not recorded in the Maryland Inventory of Historic Properties, the National Register of Historic Places, or in an historic district. See MERLIN Online map at: <https://gisapps.dnr.state.md.us/MERLIN/Index.html>.
- ☐ The primary structure on the property is less than forty five (45) years old. Attach a SDAT form from <https://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx>, indicating that the primary structure on the property is less than 45 years old.

**Mail the Application Form and Supporting Documentation to:**

**Maryland Energy Administration**  
**Attn: Commercial Clean Energy Rebate Program**  
**1800 Washington Blvd., Suite 755**  
**Baltimore, MD 21230**



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Section 1 - System Owner			
Business Name	Contact First and Last Name	Title	
Email Address	Phone Number		
Mailing Address	City	State	Zip Code

Section 2 -System Owner - CAREFULLY READ THE STATEMENT BELOW BEFORE SIGNING					
<p>I certify that I am authorized by the system owner to submit this application and to provide on behalf of the system owner all of the information contained in the application. The site owner cited in section 3 owns and controls the site of the "Project" that is the subject of this application. The site owner agreed to the construction and operation of the Project in accordance with all local, State, and federal permitting and licensing requirements, as well as the terms, conditions, and requirements of MEA's Rebate Program. For businesses and nonprofits: I affirm the system owner is a business registered to do business in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. The system owner has complied with all state laws, local ordinances and other legally binding requirements, and limitations outlined in the FY20 Commercial Clean Energy Rebate Program Terms and Conditions. For businesses or nonprofit properties held trust, the applicant attests that the trust is revocable and that the site owner has the right to remove the property from the trust. The clean energy system has been installed according to best practices and in accordance with all applicable Federal, State, and local laws, regulations and all other legally binding requirements, and the installation contractor information listed in Section 7 of this application is true and correct. The system owner has read and agrees to the Commercial Clean Energy Rebate Program Terms and Conditions for Third-Party Owned Systems. The system owner attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Rebate Program.</p>					
Print Full Legal Name	OFFICIAL USE ONLY				
	D13	3	516S2	1299	
Federal Tax Identification Number	AGENCY	FUND	PCA	SUB-OBJ	FY
Handwritten Signature	SSN			AMOUNT	
<b>X</b>		MEA-			
	PM INIT	NUMBER		DATE RECEIVED	
Date Signed					
	MEA APPROVAL			FINANCIAL ADM APPROVAL	
<b>PLEASE NOTE:</b>	DATE:				
<b>Your application is not valid unless it is signed.</b>	POSTED:				



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Section 3 - Site Owner			
Business/Non-Profit/Government Name		First and Last Name	Title
Email Address		Phone Number	
Installation Address		City	State Zip Code
County	Congressional District*		Legislative District*
Mailing Address (If different from Installation Address)		City	State Zip Code
Primary Point of Contact			

\*Find MD Congressional and Legislative Districts at <https://www.mdelect.net>

Section 4 - Site Owner - CAREFULLY READ THE STATEMENT BELOW BEFORE SIGNING	
<p>I certify that I am authorized by the site owner to submit this application and to provide on behalf of the site owner all of the information contained in the application. The site owner cited in section 3 owns and controls the site of the "Project" that is the subject of this application. The site owner agreed to the construction and operation of the Project by the system owner in accordance with all applicable Federal, State, and local laws, regulations and all other legally binding requirements. For businesses and nonprofits: I affirm the site owner is a business registered to do business in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. For businesses or nonprofit properties held in trust, the site owner attests that the trust is revocable and that the site owner has the right to remove the property from the trust. The site owner has read and agreed to the Commercial Clean Energy Rebate Program Terms and Conditions for Third-Party Owned Systems. The site owner attests that it has not, and will not, knowingly make or cause to made any false statement or report in any document required to be furnished by MEA in relation to the Rebate Program.</p>	
Print Full Legal Name	Title
Handwritten Signature	Date Signed
<b>X</b>	

Section 5 - Clean Energy System Information					
	Clean Energy Technology	System Capacity		Total System Cost	Rebate Amount
<input type="radio"/>	Solar Photovoltaic (PV)		kW-DC		
<input type="radio"/>	Solar Water Heating (SWH)		sq. ft.		



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**Section 6 - Permitting & Installation information**

State the Permitting Authority (County or Municipality having jurisdiction) and all applicable permit numbers and dates of final inspections, below.

Circles Y or N			<i>Final</i> Inspector
Required?	Permitting Authority	Building Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Electrical Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Zoning Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Plumbing Permit Number	Date <i>Passed</i>
Y/N			

**Project Information:**

Project Start Date	Project Completion Date	Total Person Hours Worked

The following question applies to Solar Water Heating Systems Only (otherwise leave blank).

Indicate Type of Hot Water Heater Replaced:

<input type="radio"/>	Electric
<input type="radio"/>	Non-Electric
<input type="radio"/>	N/A - New Construction

**Section 7 - System and Site Verification by Installation Contractor Information (to be Completed by Installation Contractor)**

Company Name	License Type	License Number	
Name of Contact Person	Title of Contact Person		
Company phone number	Contact Person's Email Address		
Company Street Address	City	State	Zip Code

**Section 7.A - For Solar PV Systems Only: MANDATORY (To be completed by Installation Contractor)**

Name of NABCEP PV Installation Professional	NABCEP Certification Number

**Section 7. B - New Regulations pursuant to the Clean Energy Jobs Act of 2019**

**i. American Manufactured Goods:**

Chapter 757 of the 2019 Acts of the General Assembly of Maryland includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article. Applicants affected by those provisions should take them into account when developing FY20 applications to SEIF-funded programs.



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**ii. Project Location:**

Effective October 1, 2019, Chapter 757 of the 2019 Acts of the General Assembly of Maryland will require at least 80% of workers participating in a SEIF-funded project or program to reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine compliance based on whether at least 80% of workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland's borders. Applicants should take this new requirement into account when developing FY20 applications to SEIF-funded programs. FY20 SEIF-funded agreements will contain a section further outlining this requirement, including any documentation of compliance that will be required before Rebate funds are disbursed.

**Section 8 - Installation Contractor's Signature**

I certify that I am authorized by the installation contractor to submit this application and to provide on behalf of the installation contractor all of the information contained in this section. The installation contractor has installed the qualified clean energy conversion system "Project" proposed in this application. The installation contractor has constructed the Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program as specified in the FY20 Commercial Clean Energy Rebate Program terms and conditions. The installation contractor hereby affirms that the qualified clean energy conversion system will meet minimum system requirements, and that each component of the system is listed or labeled by a recognized national testing laboratory. The installation contractor conveyed an estimate of system performance to both the site owner and the system owner that is both reasonable and accurate to the best of its knowledge, information and belief. The installation contracting company is incorporated or registered to do business in the State of Maryland and is in good standing with the Maryland State Department of Assessments and Taxation. The installation contractor possesses all licenses and certifications required by all applicable Federal, State and local laws, regulations, and other legally binding requirements. The installation contractor attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished to MEA in relation to the Rebate Program.

Print Full Legal Name	Title
Handwritten Signature	Date Signed
X	

**Section 9 - Comments (Include any additional comments relating to the project or Rebate application.)**

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